

**UNITED STATES BANKRUPTCY COURT
District of Maine**

revised 11/04

Matrix Format and Notice Requirements

The matrix is a list of the names and addresses of creditors and parties in interest in a bankruptcy case. This information is used for noticing and also for claims information when applicable. The debtor and attorney for debtor are responsible for complete information on the matrix.

Failure to adhere to these requirements may result in rejection of the matrix.

- Use only plain, white paper - no letterhead
- Use only one of the following pitches if preparing a matrix with a typewriter.
 - Courier 10
 - Prestige
 - Letter Gothic
- Do not use a dot matrix printer if preparing the matrix with a computer
- Set margins 1" from the top and 1" from the bottom of the page
- Center the list of creditors on the page, one column of creditors per page
- Single space each line of the creditors address
- Triple space between each creditor entry
- Limit the address to 5 lines per creditor
- Limit each address line to 40 characters or less
- User upper and lower case letters
- Use the following address form:
 - 1st line - creditor's name
 - 2nd line - street address
 - Last line - city, state postal abbreviation and zip code
- Enter the zip code on the same line as city and state postal abbreviation
- Do not include account numbers on the matrix. They should be included only on the schedules
- Do not duplicate creditors with the same address, even if there is more than one account with that creditor
- Do not make corrections on the matrix. No white-out, erasures or cross outs
- Do not include the following on the matrix, as the computer will automatically add them
 - Debtor
 - Debtor's attorney
 - State of Maine Bureau of Taxation
 - State of Maine Dept. of Labor
 - U.S. Trustee's Office
- Do not add any extraneous information such as page numbers, debtor's name, dashes or lines
- Submit the original matrix only - carbon copies or photocopies cannot be scanned

AN ACCURATE SAMPLE MATRIX IS PRESENTED BELOW

Metromedia Video Productions
1224 Murray Avenue
San Luis Obispo, CA 93401

MultiTronics Animations
3 837 Stone Way North
Studio 7
Baltimore, MD 20459

Eastman Kodak
Special Films Division
8742 Kodak- Avenue
Rochester, NY 20948

N.W. Marine Retirement Trust
P.O. Box C-34203
Seattle, WA 98126

Nabisco
6518 Ravanna Avenue NE
Seattle, WA 98126

Northwest Instrument and Camera Supply
2525 Westin Building
2001 Sixth Avenue
Seattle, WA 98274

A.M. Test, Inc.
Suite 6
4900 9th Avenue NW
Daly City, CA 95015

Arctic Expeditions, Inc.
536 East 48th Avenue
Anchorage, AK 99505

AT & T Consumer Sales
P.O. Box 6729
Portland, OR 97228

NOTICE TO BE GIVEN WHEN AN AGENCY OF THE UNITED STATES IS A CREDITOR.

If the debtor-creditor relationship is with a federal agency whose office is listed on your matrix, you must add the address of the United States Attorney.

If any of the following agencies are listed on the matrix

- **Department of Commerce**
- **Department of Justice**
- **Department of Veterans Affairs**
- **Farm Service Agency**
- **Farmers Home Administration**
- **Federal Aviation Administration**
- **Forest Service**
- **Freddie Mac**
- **Internal Revenue Service**
- **Marine Services**
- **National Park Service**
- **Office of Personnel Management**
- **Rural Housing Service**
- **Sallie Mae**
- **Small Business Administration**
- **USDA/Rural Development**
- **U.S. Coast Guard**
- **U.S. Department of Agriculture**
- **U.S. Department of Education**
- **U.S. Department of Housing & Urban Development**
- **U.S. Department of Health & Human Services**
- **U.S. Department of Labor**
- **U.S. Department of Transportation**
- **U.S. Department of Treasury**
- **U.S. Fish and Wildlife**
- **U.S. Social Security Administration**

and your case is filed in Bangor, add:

Office of U.S. Attorney
P.O. Box 2460
Bangor, ME 04402-2460

and your case is filed in Portland, add:

Office of U.S. Attorney
P.O. Box 9718
Portland, ME 04104-5018

If **Internal Revenue Service** is a creditor. The address below is required on the matrix.

Internal Revenue Service
P.O. Box 21126
Philadelphia, PA 19114